

# 2020 SPRING SHOW/CASE

APRIL 6  
PORTLAND, OR

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EXHIBITOR PROSPECTUS



# 2020 Spring Showcase

April 6, Portland, OR

## GENERAL INFORMATION

### WELCOME!

The Northwest Promotional Products Association's Spring Showcase is the premier promotional products tradeshow in the Great Northwest. If you are trying to connect with distributors in the greater Oregon area, this one is of the best ways to connect.

This year we'll be returning to the newly remodeled Red Lion Inn on the River in Portland. Our one-day show will feature networking, a new products pavilion and Professional Development sessions.

### PREMIUM BOOTH

*(Limited Quantity)*

For excellent visibility, we offer a premium booth.

You receive the following:

- (1) 10' x 14' virtual booth space
- (1) 8' and (1) 6' draped tables
- (1) New Product Pavilion Entry
- (1) Boxed lunch
- Booth Staff Networking Party Tickets
- Ample Parking Available

PLUS you will also receive:

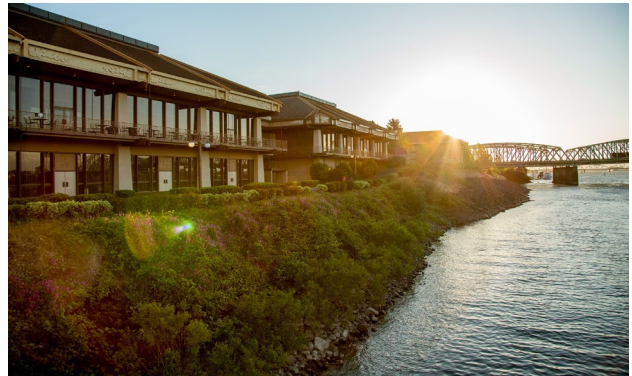
A **bold face** listing in our printed show guide  
Post-Show listing of attendees for follow-ups

#### REDUCED PRICING!

**Early-Bird Special Pricing: \$700**  
(until 12/31/2019)

**Standard Pricing: \$750**  
**Add an extra 8' table: \$400**

### EXHIBIT VENUE



**NWPMA Spring Showcase**  
**Monday, April 6, 2020**  
**Red Lion Inn on the River**  
**Portland, OR**

**Set-up Hours: 7:00am - 10:30am**  
**Exhibits Open: 11:00am - 4:00pm**

Distributors will be able to invite their clients to join them on the show floor for the entire show.

### STANDARD BOOTH

You will receive the following:

- (1) 10' x 10' virtual booth space
- (1) 8' draped table
- (1) Boxed lunch
- AMPLE PARKING AVAILABLE!

**Early-Bird Special Pricing: \$500**  
(until 12/31/2019)

**Standard Pricing: \$550**  
**Add an extra 8' table: \$400**

**QUESTIONS?** Contact Show Manager,  
Carol Murphy at [carol@nwpma.org](mailto:carol@nwpma.org)  
425.270.7634

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## New Products, Sponsorship & Amenities

### NEW PRODUCTS

Showcase your newest or most effective product and get them noticed! Reserve space now for your new product display with your booth reservation. An online form will be sent in February to submit a photo and brief description of your product(s).

**\$85 per product\***

\*1 New Product Items is included with the purchase of a Premium Booth.

### AMENITY ITEMS

Amenity sponsorships are sold on a first-come basis. Reserve early to obtain an exclusive product category.

You'll receive a **bold face** listing in our printed show guide and recognition on the sponsorship area on the website.

**SHOW BAG Sponsorship**      **\$50**  
(1 available)

**Lip Balm Sponsorship**      **\$50**  
(1 available)

**Pen Sponsorship**      **\$50**  
(1 available)

**Lanyard Sponsorship**      **\$50**  
(1 available)

**Amenity Bin Sponsorship**      **\$50**  
(6 available)

### EVENT SPONSORSHIPS

**Educational Session I**      **\$250**

**Educational Session II**      **\$250**

**Coffee/Tea Sponsor**      **\$250**

Beverages will be served all day with sponsorship signage prominently displayed with your logo.



### RESERVE YOUR ROOM at the Red Lion Inn on the River

909 N Hayden Island Drive  
Portland, OR 97217, US

We have reserved a block of discounted rooms for your stay at the Showcase facility.

### Standard & King Rooms - \$139/night\*

\*The room block is available for Thursday, April 2 through Thursday, April 9<sup>th</sup>.

Your room is NOT INCLUDED in the price of your booth.

[Click this link](#) to make your online reservation.

Primary Contact Name	Title	Company Name	
Address	City	State	Zip
Phone	Fax	PPAI#	ASI#
Show Contact	Show Contact Email		

## SPRING EXHIBITION SPACE FEES - EARLY BIRD RATES

PREMIUM BOOTH 10' x 14'	Quantity _____	x \$700	\$ _____
STANDARD BOOTH 10' x 10'	Quantity _____	x \$500	\$ _____
ADDITIONAL BOOTH 10' x 10'	Quantity _____	x \$400	\$ _____
SPONSORSHIP ITEM _____			\$ _____
ADDITIONAL BOXED LUNCH	Quantity _____	x \$15	\$ _____
AMENITY ITEM _____			\$ _____
NEW PRODUCT ENTRY	Quantity _____	x \$85	\$ _____
<b>Annual Supplier Membership Fee (if still due)</b>	_____	x \$135	\$ _____

Payment is due in full with the contract to reserve space. MLR's, or members purchasing multiple tables, are required to place a \$500 deposit and make (2) equal payments in Jan & Feb for the balance of their order.

SBTL \$ \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

## Booth Placement Request

Please locate my booth at a distance from the following companies:

\_\_\_\_\_

\_\_\_\_\_

EXHIBITOR'S AUTHORIZED SIGNATURE — Please review the Exhibitor Agreement before signing this contract

Signature required to reserve space

Date

## Payment Information

Company:					
Billing Address:				Suite/Bldg.	
City		State:		Zip Code:	

### PAYMENT OPTIONS

#### PAY BY CHECK:

Make checks payable to NWPMA  
Mail to: NWPMA, 4742 42nd Ave SW, #383  
Seattle, WA 98116

Card Number:			
Expiration Date:		CVC:	
Name on Card:		Authorized Amount:	
Signature of Card Holder:			

**Please remember to include your Exhibitor Space Application & Contract  
with your payment form.**

**Fax forms to: Executive Director,  
Carol Murphy at: 415-869-3909  
Email: [carol@nwpma.org](mailto:carol@nwpma.org)  
Mail to: NWPMA  
4742 42nd Ave SW, #383  
Seattle, WA 98116**

## Exhibitor Legal Information

The company listed above is hereinafter referred to as Exhibitor," for the NWPMA Spring Showcase at the Red Lion Inn on the River, on April 6, 2020.

This offer is subject to written acceptance by Exhibitor and the Northwest Promotional Marketing Association, hereinafter referred to as "NWPMA." Both parties are contractually bound to the terms of this entire document, including the regulations set forth.

Enclosed is the required booth space fee. **We understand that we may cancel this reservation and receive a full refund provided that our written notice of such cancellation is received by NWPMA before February 24, 2020.**

Regulations upon acceptance, the regulations printed here become these and conditions of the contract. Please read these regulations with care; if you have any questions about them, contact NWPMA.

1. **Space Variations:** The floor and space descriptions are as accurate as possible, but changes and modification occurs, exhibitors will receive equitable adjustments as determined by management.

2. **Cancellation:** In the event the Showcase is cancelled for reasons beyond control of management, money advanced by exhibitor will be refunded in full.

In such cases, management shall be free from any claim for damages which exhibitor alleges to have suffered as the result of such cancellation.

3. **Installation and Dismantling:** Set up and tear down times will be provided by show management at least 60 days prior to the show. Exhibitors must staff exhibit for the entire show period. Goods and materials used in any exhibit (except bona fide samples) shall not be removed from the exhibit area until the exposition has officially been closed. Any exception to this rule must have the approval of the Show Manager.

4. **Liability Insurance:** Neither the Northwest Promotional Marketing Association nor the management of the Oregon Convention Center, nor any officers and/or staff members of the above will be responsible for loss or damage to property of exhibitors from thefts, strikes, damage by fire, water, storm, vandalism or other causes, but they will take all reasonable precautions to protect the exhibitors from such loss or damage. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment, and other property brought upon the Oregon Convention Center premises, and shall indemnify, defend, and hold harmless NWPMA and any officers and or staff members of the above, its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims. None of the above shall provide insurance coverage for loss or damage from such causes, and it is thus expected that exhibitors will provide their own floater insurance coverage as needed.

5. **Fire Protection:** All decorations must be flame proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise creates a fire hazard, the right is reserved to demand removal of all or such part of his/her exhibit as may be nonconforming or hazardous. The exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Ceilings over exhibitors are not permitted if the exhibit is below a building sprinkler device. Any exhibits which propose to incorporate a ceiling or cover must be submitted to management for prior approval by fire prevention authorities.

**Use of Space:** All demonstrations or other promotional activities must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the space allotted with the exception of Multi-Line Representatives. **The booth space furnished by NWPMA consists of taped off area of either 14' x 10' or 10' x 10' for your use displays, however, without pipe and drape divisions. No built-up exhibits or other construction shall exceed 10 feet in background height including company name or other advertising, except for products, machines, etc., manufactured or distributed as part of exhibiting firm's regular course of business.** Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. Solicitation of business must be confined to the exhibitor's own designated space. The exhibitor is charged with the knowledge of national, state, and local legal restrictions on any merchandising, advertising, or promotional scheme which involves attracting visitors to an exhibitor's location by any inducement which may be construed as an illegal lottery. Management is not responsible for any promotional activities by an exhibitor, but does require that drawings and announcements for special prize be conducted within the exhibit hall, and that ticket-holders must be present at time of drawing as a condition of winning. Exhibits which involve any noise-producing equipment sufficiently loud that it may reasonably disturb adjacent exhibitors must give advance notices to management which contract is initially submitted, regarding this possibility; in such cases, management will endeavor to provide special arrangements and/or locations to accommodate the problem, but management shall not be bound to any contract in which the said noise problem cannot be controlled or abated.

**Indemnification:** Exhibitors shall be liable to owners of the conference facilities for all damage caused by exhibitor, and shall hold harmless and indemnify management for any damage charged to management by owners.

**Aesthetics:** Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive to conference attendees, by reason of bad taste, questionable morals or controversial content. In event of such prohibition or eviction, management shall not be liable to exhibitor for refunds of exhibit fees.

**Food Sampling:** While it is realized that some exhibitors find food sampling to be an effective means of creating interest in their products, the proposed distribution of food samples must not be carried to extremes as to result in unsightly and annoying conditions to other exhibitors. Those exhibitors who distribute samples must adhere to facility food sampling guidelines and confine their distribution within the limits of their designated space. Ample facilities must be provided by each exhibitor within the confines of his/her own designated area for the collection of refuse. Waste containers must not be placed in aisles.

**Video Projection:** Projection machines are limited to sales demonstrations only and shall not be used for showings designed primarily to amuse visitors. All projection must be in accordance with the requirements of local fire prevention authorities, and in harmony with any agreements entered into between management and owners of the convention facilities. All plans for installation and operation of projection equipment must be approved by management before the showcase and identified when contract is initially submitted.

**Unusual Displays:** Whenever an exhibitor plans to utilize or construct displays that will be unusual, outsized, or designed in a manner which will require special hookup, installation, or other advance technical assistance, such proposed plans must be submitted to the Meydenbauer Center and show management at the earliest practicable time after this contract is executed, in no case less than 30 days before the showcase. Both management and owners of exhibit hall may deny such proposals; in any event, approval thereof may be obtained only by such advance submission, which shall be promptly considered and decided by management and where necessary, owners.

**Definitions:** As used herein, the following definitions apply: (1) "exhibitor" means that person, company, organization, or other entity that contracts to use one or more exhibit areas, upon the front side of this document; (2) "management" means NWPMA; (3) "owner" means that person, company, municipality, or other entity or any combination thereof, that bears the ultimate legal responsibility by virtue of leasehold or otherwise, for operation of the showcase hall, whether or not the same is legal owner thereof. Sales: Exhibitors may not sell directly from their area without prior permission from management.

**Multi-Line Representatives:** you may only exhibit three of your lines per booth, unless using a premium size and you must note on the contract which lines you will be exhibiting.

No exhibitor may secure space to exhibit wares outside of the contracted exhibit space with NWPMA. Violation of this policy will be grounds for removal off of the show floor.

For questions, please contact Carol Murphy@ (425) 270-7634 or by email: carol@nwpmma.org. These regulations are considered terms and conditions of the contract when signed above.

**PLEASE RETURN WITH REGISTRATION FORM**